**A.H.S. Emergency Lock Down Procedures**

Please review this sheet of procedures in the case of a school lock down. This sheet is to remain in the emergency folder located in your classroom for quick reference.

***Full Lock Down***

* An administrator will make an announcement that we are in a lock down. The same administrator will end the lockdown over the intercom.
* Check the halls quickly near your classroom for any lingering students. Move them into your room immediately.
* Lock your door(s) and window(s), turn off your lights, move students away from the windows, and keep them very quiet.
* Place the red card under your door for any emergency in your room, or place the green card if there is no problem in your room.
* Remain in your room until the same administrator makes the announcement that the lock down has concluded.

***Partial Lock Down***

* An announcement will be made by an administrator to “Check your email”. An email will contain an attachment with specific information or a picture. If an email is not sent then follow these procedures:
* Lock your door and continue teaching. Do not raise the suspicion of the students as a precautionary measure.
* Classes located outside will be contacted and returned to the building. If you bring your class outside, please remember to contact the main office, BCA office (if you have freshman) and student services with your location.
* Help custodians by locking exterior doors (if there is one near your location).
* Do not allow students out of your room for any reason. If a student is not in your room, contact the office and the student will be located and returned to your room.
* Be vigilant of suspicious cars, people, and movements on campus.

***Lock Down During Class Change***

* Always be at your door monitoring the hall during class change.
* Announcement will be made by an administrator that we are in a lock down.
* Move all students near you into your room and follow the procedures for a full lock down (see above).
* Take role of the students who are in your room after the lock down is complete.
* Remain in your room until the same administrator makes the announcement that the lock down has concluded.